

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

Regular School Committee Meeting

November 16, 2016

MEMBERS PRESENT: D. Volchok, Chair, Boxford T. Buono, Vice Chair, Middleton
C. Miller, Boxford L. Richards, Middleton
K. Prentakis, Middleton P. Fitzsimmons, Boxford
J. Spencer, Topsfield W. Hodges, Topsfield
A. Pascucci, Middleton H. Rivers, Boxford
K. Sherwood, Topsfield

MEMBERS ABSENT:

OTHERS PRESENT: S. Lyons, Superintendent, arr. 7:09 S. Givens, CFO
C. Richards & M. Felteau, Boot Camp Reps. J. Locke, Baseball Scoreboard Representative
B. Hodges, Digital Learning Director R. King, Technology Coordinator
C. Fay, S. Dearborn, J. Dillon, MTA Representatives

- A. **Call to Order** – Chair D. Volchok called the November 16, 2016 Regular School Committee meeting to order at 7:06 p.m. in the Ralph Osgood Presentation Room
- B. **Remarks by the Chair** – D. Volchok announced that Steve Carroll, Essex North Shore Agricultural and Technical Topsfield Representative resigned and was being replaced by Bruce Jones. The meeting is video and audio taped.
- C. **Comments from the Audience** – None

Comments from SABs – The following student events were shared: the Prep Rally the day before Thanksgiving, the candy cane fundraiser, and the December talent show.

- D. **Baseball Scoreboard** – D. Volchok recused from the discussion and T. Buono accepted the gavel. J. Locke, who has a junior at Masconomet, gave the history of the scoreboard project. He indicated that he has spoken with D. Batchelder, that the rendition of the scoreboard was included in the meeting packet and he was asking for Committee approval to proceed. He will be seeking zoning board approval also. Pads will be on both poles and any visible poles and the group was looking into screens for the front of the scoreboard. He stated that solar panels were on the board, and that the battery was guaranteed for 15 years. Maintenance would entail just cleaning the board. \$14,000 has been raised toward the project and they hope to have the scoreboard up by the spring. A motion was made by W. Hodges.

MOTION: To approve the baseball scoreboard project as presented.

VOTE: Motion passed.

ABSTAIN: D. Volchok

- E. **Digital Learning Update** – K. Lyons introduced B. Hodges and R. King updated the Committee on what has occurred over the last year or so and the direction moving forward. An overview of the 1:1 program highlighting the loaner/scholarship program, the surveys (devices, comfort & engagement, availability of technology) conducted to get feedback on the program, plans for the spring, professional development, classroom tools, future plans for classroom tools, evaluation tools, communication, and what's next was given. The website will be updated. Unanticipated issues were shared. B. Hodges, R. King and P. Bullard have organized early release days much differently than in the past to incorporate personalized professional development.

- H. **Out Of Order - Use of Facility Fee Waiver Request for Boot Camp** – C. Richards, M. Felteau gave a brief history of boot camp that had been running for 8 years at Masconomet and stated that the big boot camp group dropped this group because it wasn't profitable enough. They indicated that the present group, that has only been in existence for 2 years, is very small and they are finding it difficult to cover the facility use fee and their expenses. Discussion was held regarding why the facility use subcommittee was developed, the idea that after the new fees were established some tweaking may occur in the future, the pros and cons of a reduction in the fee and past exceptions made and denied. C. Miller asked if Masco could help publicize the program to increase membership. P. Fitzsimmons stated that arrangements were made with the American Legion to give them a fee reduction for a period of time to ease into the new fee. A motion was made by K. Prentakis.

MOTION: To charge the Boot Camp Group the following fee schedule: \$35 for Dec. & Jan., \$38 for Feb., and \$40 for March.

An amendment to the motion was made by J. Spencer.

AMENDMENT: To give a one year fee reduction to \$35 for the remainder of the school year.

VOTE: Amendment motion failed.

OPPOSED: L. Richards, K. Sherwood, P. Fitzsimmons, K. Prentakis

ORIGINAL MOTION: To charge the Boot Camp Group the following fee schedule: \$35 for Dec. & Jan., \$38 for Feb., and \$40 for March.

VOTE: Motion passed

F. Chief Financial Office Report – CFO S. Givens

1. Financial Report – S. Givens gave the 1st quarter financial report highlighting a little higher revenue (Chapter 70 and Transportation -the reason for the increase) and the expense side with variances related to contract bargaining. A review of the footnotes at the end of the report was given. S. Givens will get back to the Committee in regard to the Non-Resident tuition line. A motion was made by C. Miller.

MOTION: To accept the FY17 1st Quarter financial report as presented.

VOTE: Motion passed unanimously.

2. Approval of Retiree Medex Rates – Renewal rates for Medex and Blue Med Rx were received from MIAA. The rates will go into effect on January 1. The overall increase is 7.26%. The rate increase last year was 6.58% and the year before that 4.35%. S. Givens indicated that the rates are not negotiable. The Insurance Advisory Committee (IAC) has reviewed the rates and recommend that the School Committee accept them, as presented, for the 2017 calendar year. A motion was made by K. Prentakis

MOTION: To accept the 2017 Medex rates as recommended by the Insurance Advisory Committee.

VOTE: Motion passed unanimously.

G. Use of Facility Fee Waiver Request for Masco Youth Football – K. Lyons stated that the request was made the facility was used by the group and that they knew what the rate was when they signed the contract. T, Buono received information that they paid \$3000 for the field at Pye Brook and that they asking for a fee waiver for practices and two games on the field. P. Fitzsimmons looked at some of the expenses of the group. A motion was made by P. Fitzsimmons.

MOTION: To not grant a Use of Facility Fee Waiver or a Reduction Request for Masco Youth Football.

VOTE: Motion passed unanimously.

I. Selection Criteria for Determining Comparison Schools – D. Volchok asked what criteria the Committee wanted to use for determining comparison schools. He referenced the DESE site and the schools they have listed as comparison schools that changes dramatically every year. After discussion was held, it was determined that the criteria should consist of six context categories: regional districts, economic profile, demographic profile, educational performance, enrollment size, and staff profile. For each context, find 20 schools in each category, and find common schools. A task force consisting of J. Spencer, Chair, K. Sherwood, D. Volchok and T. Buono was established.

J. Superintendent Goals Proposal – K. Lyons distributed the 2016-2017 Superintendent Educator Plan indicating that he was looking for feedback from the Committee. An overview of all goals was given by K. Lyons and asked members to email input to him.

K. Superintendent Report – K. Lyons reported on the following: professional development held on Nov. 14th, the French Student Exchange, (he will add to this in the future), the Chinese Educator visit on Nov. 4th, and classroom visits with Administrators.

L. Report of the Subcommittees –

1. Budget Subcommittee – T. Buono reported that the last meeting focused on the facilities assessment report indicating that the report will be ready for the subcommittee at the end of the calendar year. S. Givens will meet with Habib to determine the report layout. Habib will include specifications, cost, etc. in the report. The warrant article for the telecommunication system and the audit was also discussed. S. Givens would like some guidance on what to do when an athletic or extracurricular scholarship request is received outside of the deadline due to a crisis. S. Givens was given authorization to utilize available funds in such situation using her discretion. The Central Office model, with K. Lyons sharing job descriptions and stating the need for a human resources position, was discussed. K. Lyons will expand on the Central Office model during the budget process. Budget meetings with Department Heads are scheduled for Dec. 6, Dec. 7, Dec. 12 and Dec. 19 in the Ralph Osgood Presentation Room. Five warrants have been signed since the last meeting.

Payroll Warrant	\$	705,627.63	Vendor Warrant	\$	3,693.00
Vendor Warrant	\$	5,278.10	Vendor Warrant	\$	<u>250.00</u>
Vendor Warrant	\$	871,003.33	TOTAL	\$	1,585,852.06

2. Policy Subcommittee – J. Spencer

- a. Policy JK Student Discipline – 2nd Reading
- b. Policy JLF Reporting Child Abuse – 2nd Reading
- c. Policy JQ Student Fees, Fines, and Charges – 2nd Reading
- d. Policy GBD School Committee/Staff Communications – 2nd Reading
- e. Policy GBEB Staff Conduct – 2nd Reading
- f. Policy GBEBB Teacher/Staff Student Relations – 2nd Reading
- g. Policy GBGA Staff Personnel Health and Safety – 2nd Reading
- h. Policy GBI Staff Participation in Political Activities – 2nd Reading
- i. Policy GBJ Personnel Records – 2nd Reading
- j. Policy GCA Professional Staff Positions– 2nd Reading
- k. Policy GCB Contracts and Compensation Plans– 2nd Reading
- l. Policy GCC Professional Staff Leaves and Absences– 2nd Reading
- m. Policy GCD Professional Staff Vacation and Holidays – 2nd Reading

n. Policy GCE Professional Staff Recruiting/Posting of Vacancies– 2nd Reading

A motion was made by T. Buono

MOTION: To approve/adopt Policies JK, JLF, JQ, GBD, GBEB, GBEBB, GBGA, GBI, GBJ, GCA, GCB, GCC, GCD and GCE as amended.

VOTE: Motion passed unanimously.

D. Volchok stated that an overnight trip by a sport team (not a Masconomet sport team) was using Masco in their flyer and that there should be a policy regarding the use of the Masconomet name and the requirement that the group need to state that the group/event is not associated with the District. J. Spencer will look into this.

3. Community Relations Subcommittee – C. Miller reported that the subcommittee meet tonight and discussed topics for the next 3 articles and stated that the budget was on the list for a Feb. edition. The 2nd Annual Senior Citizen Holiday Concert will be held on Dec. 21 at 11:45 with a complimentary boxed lunch provided through a donation from K. Prentakis and that the event will be advertised in the Tri Town Transcript. December 7th is the next meeting.
4. School Start Time Advisory Committee (STAC) – W. Hodges reported that an update on school start time process and events was sent to parents and faculty, the faculty listening tours were held with people starting to be engaged. A follow up note to the faculty will be sent. STAC meeting was held yesterday. STAC is participating with the Tri Town Council contest for a commercial about healthy sleep habits. The Transportation Consultant has proposed dates for a 1st visit. Dec. 15th is the next STAC meeting
5. Turf Up Masco Update – W. Hodges stated that a revised draft RFP was in circulation and he hoped to get it out as soon as possible.

M. Old/New Business – None

N. Consent Agenda –

1. Approve November 2, 2016 Regular School Committee Meeting Minutes
2. Accept Masconomet Education Foundation Teacher Grant of \$535.99 (Ck. # 8664254) to be Used by HS Librarian
3. Warrants \$1,585,852.06 – Five (5) Warrants Signed

A motion was made by P. Fitzsimmons.

MOTION: To accept the consent agenda as amended – Add MTA to Executive Session Motion.

VOTE: Motion passed.

ABSTAIN: K. Sherwood, H. Rivers, A. Pascucci

O. Approval of Executive Session Minutes

1. Approve November 2, 2016 Executive Session Minutes. A motion was made by P. Fitzsimmons.

MOTION: To approve the November 2, 2016 Executive Session Minutes as amended.

VOTE: Motion passed.

ABSTAIN: K. Sherwood, H. Rivers, A. Pascucci

P. Adjournment & Executive Session (Discussion of Option B Salary Guide Requests) – A motion was made by P. Fitzsimmons.

MOTION: To go into Executive Session in accordance with Chapter 30, Section 21a (3) of the General Laws for the purpose of discussing MTA Option B Salary Guide Requests, whereas discussing this in open session might have a detrimental effect on the bargaining position of the School Committee. MTA representatives are invited to attend the executive session. The Committee will not return to open session.

VOTE: Motion passed by roll call at 10:17 p.m.

Submitted by: _____
Olga Langlois, Secretary

Approved: _____
Date

Per the New Open Meeting Law, the list of the documents that were either distributed to the Masconomet Regional School Committee before the meeting in a packet, or at the meeting:

1. Agenda
2. Baseball Scoreboard Renderings
3. Superintendent Goals Proposal
4. Policies for 2nd Reading
5. Consent Agenda
6. Executive Session Minutes